

## CORPORATE PLAN REVIEW - TERMS OF REFERENCE, SCOPING OF WORK AND PLAN

Review topic	Corporate Plan Mid-Year Progress Review 2018
Terms of Reference	To consider a mid-year progress report for the period April to September 2018. To identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.
TFG members	To be appointed at the Overview and Scrutiny Committee meeting on 18 September 2018.
Officer Support	Mr Buckley, Miss Higenbottam, Mr David Hyland, Mrs Westbrook and service areas where required.
Background	The Council's Corporate Plan projects for 2018-19 were revised by the Cabinet in January 2018. A number of new project proposals were developed and actions to meet the priorities within the plan. It is timely that a review is undertaken mid-way through the year to ensure that the council is achieving satisfactory levels of performance against the key project areas of the plan.
Outcomes to be achieved	The council's key projects are monitored for successful delivery. Action is taken to address any risks to the Council as a result of poor performance.
Methodology/ approach	As set out in the project plan below.
In scope	Review of progress against 2018-19 Corporate Plan projects.
Excluded from scope	Review of the council's priorities.
Consultation	None required.
Evidence sources	<ul style="list-style-type: none"> <li>• A mid-year performance report against Corporate Plan projects taken from the Council's performance management system.</li> <li>• Performance updates from services areas.</li> <li>• Action plans to address failing performance.</li> </ul>
Site visits	None.
Review completion date	Report to OSC 13 November 2018.
How does the review link to strategic aims and priorities?	Links to strategic priorities in the council's Corporate Plan.

## PROJECT PLAN

The following Project Plan interprets the above scope into a programme of work.

	<b>Action</b>	<b>Timescale</b>
1	TFG to receive Corporate Plan Mid-Year progress report and review to consider progress against the Corporate Plan projects for the period April to September 2018 and to identify areas where further information is required, poor performance or non-completion is posing a risk to the Council and to the achievement of the expected project outcomes.	Suggested dates - 30 October 2018 (PM) or 1 November 2018 (AM)
2	Further meeting should there be a need to hear from service managers and Heads of Service as to progress and issues affecting non-delivery of projects.	Early Nov 2018
3	Report to Overview & Scrutiny Committee	13 November 2018